

CC#13

Circular Letter #111
April 12, 1922.

To Supervisors of Schools
and High School Principals.

Ladies and Gentlemen:

HIGH AND CONTINUATION SCHOOL GRADES

The recording of grades is not receiving the attention it deserves in High and Continuation schools. This matter should not be neglected as it is decidedly unfair to the student who spends several years in school and then later finds that no record has been kept of his work. There should be three records kept,- the teachers' class books, the record book and the record cards. The teacher's class book should be called in at the end of the year and kept on file. The record book and record cards should be kept up to date at all times. The supervisor should see to it that all grades are recorded before the principal is given his last check. The supervisor is responsible for the grades after the principal leaves the school.

Hereafter in recording the grades in half year subjects the student will be graded on the semester subject. For example, instead of grading a student in Biology he should be graded in Zoology and Botany; in Home Economics, foods and clothing and not Home Economics; in Manual Training, woodwork and mechanical drawing: In this way if a student fails in foods she will not be able to repeat clothing the next year and receive a full year's credit.

Teachers should be instructed to sign the report cards at the end of the semester and not at the end of the quarter.

It is the intention of the Department to keep a complete file of the records of all high school graduates. At the end of the year a Form H. H. S.- R.2988 should be filled in for each graduate and sent to this office. One of these cards completely filled in should also be on file in the office of the principal for future reference. These record cards should be closely checked to guard against error. If you do not have a sufficient supply of these cards, send for the number you need.

Very truly yours,

(Signed) Juan B. Huyke,
Commissioner of Education.

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